



DAVRANIŞ KODU

CODE OF CONDUCT





" Hello "

İleri Group's Behavior code to learn pleasant welcome

As İleri Group, we have adopted the principle of achieving the best performance and meeting the demands at the highest level in our relations with our employees and customers, as well as complying with the rules of "good and fair behavior" in competition. However, we have approved the code of conduct valid all over the world and started to apply the general rules set out below.

This code of conduct will further increase the trust in the İleri brand in the global market. We believe that sustainable success can be achieved by ensuring that our internal standards comply with the law and socially accepted ethical rules. In parallel with the development and change of laws, product security and data privacy issues have also been integrated into our code of conduct in order to keep our code of conduct in its most up-to-date form.

We invite you to use the Code of Conduct as a guide in your daily activities. You will see that we are already implementing much of what is written on these pages. However, there may be some specific areas that are open to development. Let's consider these points as well.

İLERİ GROUP
HUMAN ASSETS DEPARTMENT!

PRINCIPLES

1. Lawful and ethically correct behavior, compliance with general, legal and cultural conditions.
2. Forward loyalty .
3. Study with friends and third with individuals honest , kind and respectful relationships in don't be
4. customers and business of its partners interests suitable One way eyelash before receiving .
5. Social responsibility .
6. of the environment protection and especially health and safety of subjects defending .
7. Gender , race , religion and other features in terms of all kinds discrimination rejection .
8. With risks while trying responsible and transparent behaviour in don't be
9. All work in your relationships professionalism , honesty and reliability .
10. Study your age to the law according to undetermined child _ employee not to run .
11. Laws and regulations suitable movement to our employees by love and respect with approach , our company within bribe like criminal sanction the one which... your behavior to occur Definitely permission not to give .
12. To our employees any One for this reason psychological oppression not to do and to be made to do permit not to .
13. Company its employees no on the subject oppression under not to run . All employees equal conditions under own with its features and capabilities suitable in positions employment to do .
14. Study your hours of laws predicted way to organise .

Providing benefits and receiving loyalty

Our company impresses with the prices, performance, quality and suitability of the products and services we offer. We select our suppliers on the same basis.

No personal benefit may be requested, accepted or offered with the intention of receiving preferential treatment in initiating, receiving or processing an order. In this context, no gifts will be given or accepted under any circumstances when dealing with consultants.

Exceptions are made for symbolic gifts given only for a special event or gifts for advertising purposes, and for gifts given in accordance with the standard rules of conduct and courtesy in a policy and in accordance with the law.

Even acceptance of open-ended loans or products may appear to be an implicit acceptance or granting of a gift or benefit. Unusual or disproportionate invitations from or through business partners must be approved internally. An employee who receives an offer or request for a personal benefit must immediately report it to his/her supervisor.

Interaction with employees and business partners

Our business partners (customers, sales partners and suppliers) and our employees are at the focus of our activities.

Relations with business partners and employees will be marked by mutual reliability and continuity. Honesty, courtesy, respectful and fair behavior are expected from us in our business relationships. This includes making and communicating decisions in a transparent and traceable manner.

These principles regarding relations with business partners and employees can only be implemented if they are applied in the same way by the management team towards the employees and in the relations between the employees themselves .



FAIR COMPETITION

Regulations that ensure fair competition are essential elements of a free economy. Almost every country has laws on this subject. These laws specifically include:

1. It prohibits collusion between competitors, division of territories, customer groups, product quantities or other competitive parameters.
2. It prohibits malicious manipulation of pricing among sales partners.
3. It prohibits those with market dominance from abusing their positions.
4. It monitors company mergers with the aim of gaining a dominant position in the market . Particularly relevant are agreements between participants that limit competition, which are prohibited in almost all legal circles. Informal negotiations, gentlemen's agreements and any form of coordinated behavior are prohibited if they lead to agreement on or implementation of a measure restricting competition. Even the appearance of such conspiratorial behavior should be prevented.
5. There will be no exchange of confidential information about prices and upcoming price changes or customer and supplier relationships during negotiations between competitors. An exception is information that will be published following the conclusion of a confidentiality agreement within the scope of a special project, for example a planned acquisition or the establishment of a joint venture.
6. The current version of the regulations on competitive conduct must also be complied with.



Company use of property

Every employee must use all operating equipment (especially tools and machines) as well as all information and communication systems carefully and for their intended purpose. In particular, information and communication systems may only be used for business purposes.

Workplaces and all facilities serving the workforce or the company should be kept in order at all times. In case of any damage, a report should be made to superiors.

Company property cannot be used for personal purposes or taken out of company facilities without the express permission of the authorized person in the company.

Protection of trade secrets

Our inventions and know-how are vital to the long-term success of our company. For this reason, developing the creative and innovative skills of our employees is of strategic importance.

This also applies to the protection of our intellectual property against discovery or unauthorized access by third parties. For this reason, all our employees are required to comply with appropriate and necessary security standards in both their personal correspondence and electronic communications with third parties. This also applies to confidential information provided to us by third parties.

Unless express consent is given, employees, in their capacity as employers, are not allowed to participate in public discussions (e.g. conferences, internet forums, etc.) or publish company-related information (e.g. on the internet).

Prohibition of leaking information from the inside

All kinds of information, such as new products, product-related problems, important agreements, planned company acquisitions, strategic alliances, financial results, company problems, all kinds of strategic company information, which may contain any unfair advantage that individuals or their relatives may obtain or competitors may benefit from. Leaking of content outside the company is prohibited. Leaking of prohibited information can lead to serious legal and criminal consequences for both the employee and the company.

From conflicts of interest avoiding special activities

In order to prevent any conflict between personal interests and company interests, any employee who wishes to take on an additional position in another company, work a second job for a fee, or engage in entrepreneurship must notify his/her superior or the Human Resources department manager and obtain permission. The same applies to unpaid secondary employment if it leads to a conflict of interest.

Employees who are not allowed to engage in certain activities due to possible conflicts of interest are also prohibited from encouraging their families, partners or third parties to engage in such activities.

İLERİ supports the social and political responsibilities of its employees. Activities carried out in clubs, parties or other social and political institutions, whether as part of duty or as an honor, should not prevent the employee from fulfilling his obligations under the employment contract. In personal opinions, reference will not be made to the employee's position within the company, and this will guide the loyalty towards İLERİ. This will not exclude a culture of constructive discussion that is beneficial to İLERİ and its employees.

Fight against discrimination

All employees and business partners have the right to fair, courteous and respectful treatment from their superiors, colleagues and employees.

No one may be harassed or discriminated against because of race, skin colour, nationality, ancestry, gender, sexual identity, religion, worldview, political orientation, age, physical appearance or appearance.

Every employee must respect the personal boundaries of other employees. Sexual harassment and mobbing are strictly prohibited.

Occupational health and safety

Workplace safety and protection of the health of all employees are the basic principles of İLERİ .

All employees are expected to comply with relevant occupational health and safety regulations and pay attention to safety-related activities. This applies to all hazards that arise at our employees' workstations or during the use of our products.

All accidents, hazards and exposures, as well as near-incidents, that are deemed possible and detected must be reported immediately to the responsible supervisor.

It is necessary to form emergency teams against risks such as fire, earthquake and accidents. Each supervisor is responsible for the protection of his or her employees and will provide instruction, training and supervision in this regard.

In order to identify and assess the risks faced by individuals and the stress on them, all management staff are required to regularly assess the risks faced by individuals at their workstations and their health status. This includes organizing occupational health services.

İLERİ is a global company and within the scope of its international operations, it had to comply with regulations restricting the free movement of goods. Different national and international laws or embargoes may limit or prohibit imports, exports, domestic trade of goods, technologies or services, as well as monetary transactions and capital movement. These limitations and prohibitions may vary depending on the nature of the goods, their origin, the country in which they will be used or who the business partner is.

National and international export control regulations are of particular importance. If goods and services are organised, produced or delivered, or technologies transferred or accepted, each employee must comply with these control regulations. Before trading, one should investigate whether regulatory approval is required.

İLERİ also attaches great importance to the fight against smuggling. Within the scope of all export and import transactions carried out, each İLERİ company and its employees acting on its behalf are required to comply with the relevant customs regulations.

Violation of the above-mentioned regulations can lead to immeasurably large consequences, not only in the event of a conflict, but also in damage to the general reputation of the company. All İLERİ companies are required to take the necessary organizational measures and assign responsible personnel to comply with the above-mentioned regulations. They must also comply with the applicable versions of customs and export control regulations.



Product Safety

Our success is determined by the safety and reliability of our products. Our innovative nature and rapid implementation of our innovations places a great responsibility on all our employees who deal with product safety and quality management.

Product safety begins at the development stage, continues during the supply and production processes, and is of great importance during the installation of our products at the customer's site and in providing service.

If products with patent, copyright and intellectual property rights are used in our products, the product cannot be used without making a license agreement with the company that holds the rights in question. Numerous legal requirements governing the development, production, approval and sale of our products help us guarantee the safety of our products.

Successful and effective work activities require that all relevant information reaches the target group. However, dissemination of information in an unsystematic manner can lead to confusion. Therefore, all employees are asked to carefully decide, on the basis of sound information, what information is necessary, to whom and what information they need to communicate quickly.

Compliance with appropriate security standards must be observed in the dissemination of information. Every employee must be aware of the required level of confidentiality when transferring information.

Protection of personal data is of particular importance. Personal data about our customers, business partners and employees can only be obtained, stored, processed, and transferred within the framework of country-specific laws. In addition, the relevant version of the legislation on Data Protection – Use of Personal Data must be complied with. All relevant issues affecting work activities need to be documented systematically and reproducibly. In terms of documentation, the storage periods stipulated by law must be observed.

Environmental Protection

Our company is committed to environmental protection, which is among our corporate goals, and states that the efficient use of resources is a critical production factor in our production processes.

We base ourselves on the following principles to protect the environment:

We protect our environment, use natural resources efficiently and reduce or alleviate the burden on people and nature.

We apply the conditions required for a pristine environment to the development of our products, including their design, manufacturing processes, packaging and shipping, and the introduction of new systems and products.

business partners and especially our suppliers to comply with all legislation and instructions regarding the protection of people, the environment and energy resources.

Training in environmental protection is a fixed element of the employee qualification program. In waste disposal operations, it is necessary to choose the most environmentally friendly disposal method that is also economically feasible.

If events that may cause environmental pollution occur, the regional company manager should be informed in detail immediately and reports should be sent to the competent authorities in the region.

Behavior opposite to authority

ILERl strives to maintain an open and cooperative relationship with all competent authorities.

In case of an authorized investigation, company lawyers and, in case of tax-related transactions, officials in the tax department should be summoned immediately.

No employee is permitted to destroy, remove or alter company documents, whether printed or electronic, in connection with a criminal, governmental or civil investigation or litigation.

Compliance with the code of conduct and monitoring

Each employee will read this Code of Conduct. However, simply reading this Code of Conduct will not be sufficient. Each employee needs to review his own behavior based on the above rules and realize where improvement can be made.

In particular, management personnel must act as role models, adhere to integrity in daily work, inform employees of their areas of responsibility regarding the core values on which this Code of Conduct is based, and include the Code in staff training.

Management staff must also ensure implementation of the Code. Violations of the law and this Code of Conduct will not be tolerated. The company will ensure that the above-mentioned rules are complied with. Violations are punishable and may have legal consequences in terms of civil, criminal and labor laws.

Every employee is expected to consult his or her supervisor, line manager or representatives if he or she is in doubt about the legality of his or her conduct or if there is evidence of suspicious activity in his or her work environment. Openness and trust are vital, especially in situations where the company is likely to suffer losses.